



# Bird Census

## Assignment #1

1. Create a new worksheet in Excel.
2. Save it as **Bird Census xx** in your Excel folder.
3. Insert your footer by going to INSERT>HEADER AND FOOTER and click on the Footer button. In the Left section, type your name, in the middle section type the period, and in the right section type the date.
4. Enter the following data in your worksheet in the same cells as displayed below.
5. Note that the width of column A has been resized to accommodate the long bird names. (Notice that the highlight is on cell B3 here. It is NOT a border.)

	A	B	C	D	E	F	G
1	BIRD CENSUS						
2							
3		Week 1	Week 2	Week 3	Week 4	Monthly Total	
4	Boat-Tailed Grackels	9	12	6	15	42	
5	Goldfinches	6	10	7	5	28	
6	Black-Capped Chickadees	12	8	17	20	57	
7	Red-Headed Woodpeckers	2	5	8	4	19	
8	Eastern Bluebirds	1	3	2	10	16	
9	English Sparrows	21	15	18	16	70	
10	Blue Herron				1	1	
11							
12	Total Birds Sighted	51	53	58	71	233	

6. Bold A1.
7. Bold the range B3:F3.
8. Rotate the text in B3:F3 by 45 degrees. (Right Click>Format Cells>Alignment tab>Rotate)
9. Change the width of columns B through E to 6. (Right Click> Column Width)
10. Bold the range A12:F12.
11. Italicize the range A4:A10.
12. Right align A12.
13. Center the data in cells B3 through F3.
14. Change the font size in A1 to 14.

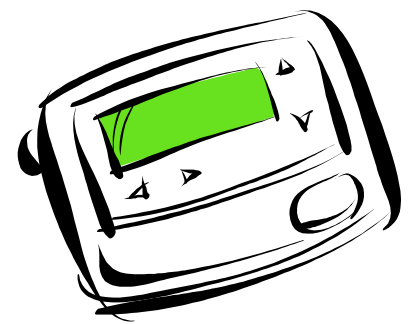


15. Merge and center cells A1:F1.
16. Place a single, thin line border around the heading Bird Census. (Right Click>Format Cells>Border>Outline)
17. Remember to check the answer key!
18. Save, print, and close the file.



# The Pager Shop

## Assignment #2



1. Create a new worksheet in Excel.
2. Save it as **Pager Shop xx** in your Excel folder.
3. Insert your footer
4. Enter the following data in your worksheet in the same cells as displayed below.
5. Note that the width of the columns has been resized to accommodate the column titles.

	A	B	C	D
1				
2	Current Inventory Status			
3				
4	Inventory Item	Quantity on Hand	Retail Cost	Product Total
5				
6	Beeper Junior	28	18.5	518
7	Basic Beep	20	20.95	419
8	Beeper Plus	15	26.89	403.35
9	Deluxe Pager	19	34.95	664.05
10				
11		Total Inventory Value		2004.4

6. Center the text in cells B4:D4.
7. Indent the text in A6:A9 by clicking on the indent button:
8. Change the width of columns B, C, and D to 10. (Right click >Cell Width)
9. Wrap the text in columns B, C, and D. (Right Click>Format Cells>Alignment>click on the Wrap checkbox)
10. Bold B11 and D11.
11. Change the size of text in A2 to 11 point.



12. Merge and center A2:D2.
13. Change the color of cells A1:D1 to green using the Fill Color button (use the Green in the second row).



14. Change the color of cells in A2:D2 to yellow (use the Light Yellow).
15. Format **C6:D9** and **D11** to Currency with two decimal places. (Right click>Format Cells>Number tab>Choose currency)
16. Change the **color of text** in B11 and D11 to the same green used to color the cells in A1:D1.
17. Save, print, and close the file.
18. Remember to check the answer key!

